

## **JOB POSTING**

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### **Administrative Assistant**

**Contingent (as needed)  
Also needed for  
6 weeks in August and September**

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### **Job Description Summary**

The Administrative Assistant assists staff members in daily tasks, specifically for the Medical Records Coordinator, Volunteer Coordinator and Office Coordinator.

### **Essential Job Functions/Responsibilities:**

Assists with job functions of the positions below:

#### Volunteer Coordinator:

Contact volunteers for specific patient needs, schedule and maintain online calendar for volunteers, data entry, coordinate with Wings Home staff

#### Medical Records Coordinator:

Obtain physician signatures on admission papers; prepare forms; assemble new patient charts

#### Office Coordinator:

Assist with various office tasks including entering data, printing letters for mailing and answering the telephone.

All other duties as determined by supervisor.

### **Position Qualifications**

- High school graduate or equivalent.
- Experience in data entry, word processing, Excel and use of office equipment
- Excellent communication and organizational skills

### **Interested applicants send resume to:**

Betty Jo Ferry  
Director of Development and Human Resources  
Wings of Hope Hospice  
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